

BENJAMIN J. CAYETANO
GOVERNOR

DEPT. OF
TRANSPORTATION
PERSONNEL
STAFF

OCT 8 8 09 AM '96



SAM CALLEJO
COMPTROLLER

MARY PATRICIA WATERHOUSE
DEPUTY COMPTROLLER

STATE OF HAWAII
DEPARTMENT OF ACCOUNTING
AND GENERAL SERVICES

P. O. BOX 119
HONOLULU, HAWAII 96810-0119

October 4, 1996

OCT 7 1 19 PM '96
DIRECTOR'S OFFICE
DEPT. OF ACCOUNTING
AND GENERAL SERVICES

COMPTROLLER'S MEMORANDUM NO. 1996-31

TO: All Directors
ATTN.: Personnel and Payroll Staff
SUBJECT: Return of Audit Function of State DPS Form 7
and Form G-2

Effective November 1, 1996, the Department of Accounting and General Services, Central Payroll Section, will no longer audit the State DPS Form 7, Attendance and Leave Record, and the accompanying Form G-2, Application for Transfer of Vacation and Sick Leave Credit or Payment in Lieu of Vacation.

The audit function is being returned to the Department of Human Resources and Development (DHRD), who will be notifying your department of any procedural changes.

Should you or your staff have any questions, please contact Claire Fukuji, our Central Payroll Supervisor, at 586-0629.


SAM CALLEJO
State Comptroller